

**APPLICATION FORM  
KEY/FOB/REMOTE**

STRATA PLAN	SP Number	LOT / UNIT	Lot/Unit
NAME	Name		
ADDRESS	Address		
PHONE	Phone	EMAIL	Email
<input type="checkbox"/> OWNER / <input type="checkbox"/> TENANT / <input type="checkbox"/> AGENT / <input type="checkbox"/> OTHER _____			

<b>I WOULD LIKE TO OBTAIN:</b>
<input type="checkbox"/> Main Entrance Fob/Swipe/Access Card – How many? <i>Please specify</i>
<input type="checkbox"/> Main Entrance Security Key – How many? <i>Please specify</i>
<input type="checkbox"/> Garage Remote – How many? <i>Please specify</i>
<input type="checkbox"/> Other – <i>Please specify</i>

Reason for request:
<i>Please specify</i>

<b>INVOICING</b>			
If Lot Owner / Agent	<input type="checkbox"/> Invoice to Lot Account	<input type="checkbox"/> Invoice Separately - specify below	
If Tenant / Other	Invoice to be issued per below details		
Please issue invoice to:			
Name	Name		
Address	Address		
Email	Email	Phone	Phone

## NOTES:

1. Each strata scheme may have its own by-laws/guidelines/rules governing the issue of keys/fobs/remotes.
2. You may be required to pay a fee or deposit to obtain a key/fob/remote. If required, proof of payment will need to be provided prior to release of the requested security access item/s.
3. There may be a limit to the number of keys/fobs/remotes that can be issued to a lot. Please refer to your strata scheme's by-laws.
4. Should you have any questions, please seek guidance from your strata manager.